

TRAFFIC MAINTENANCE I

POSITION SUMMARY: This is unskilled and limited semi-skilled manual work, the performance of which requires limited previous training or experience. Instructions are received at the beginning of each new job and work is subject to inspection both during and upon completion. However, once routine or repetitive tasks are learned, they may be carried out with minimum supervision.

SUPERVISION RECEIVED: Work is performed under the general supervision of a Crew Leader, Public Works Supervisor, and Assistant Director of Public Works – Maintenance.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs manual and automatic traffic counts and related work.
2. Performs various traffic maintenance including sign manufacture, repair and placement, road and parking lot striping and construction work zone.
3. Operates striping machine, mobile radar unit, computerized sign manufacturing equipment and other traffic equipment.
4. Responsible for seeking out and attending training classes that are required to maintain the International Municipal Sign Association (IMSA) Michigan Temporary Traffic Control (M.T.T.C.) and Signs and Markings, Level I Certifications.
5. Performs maintenance work on traffic equipment, buildings and grounds.
6. Performs required construction and maintenance work of all types on streets and various utilities.
7. Operates machinery and equipment, requiring limited skills, under direction of a supervisor.
8. Performs in a training capacity by acting as helper on various tasks.
9. Removes snow and ice from streets and sidewalks and spreads sand or salt, using any and all necessary equipment.
10. Maintains a neat and safe working environment.
11. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A high school degree and some experience in the performance of maintenance construction tasks.
- Shall obtain and maintain International Municipal Sign Association (IMSA) Michigan Temporary Traffic Control (M.T.T.C.) and Signs and Markings, Level I Certification within one year of hire.
- Shall obtain training and certification in computerized sign manufacturing equipment.
- Shall perform duty after the Michigan Temporary Traffic Control Certification has been obtained.
- Knowledge of proper techniques in pavement striping, sign installation and sign making.
- Ability to operate sign machine, striping machine (crosswalk), air hammer, and other related equipment.
- Ability to perform manual labor for extended periods of time and often under adverse climatic conditions.
- Ability to work in a crew with minimal supervision.
- Ability to read and to communicate effectively orally and in writing.
- Ability to understand and follow specific instructions.
- Ability to develop skills and knowledge of common practices, methods, and materials of maintenance and construction work.
- Ability to develop skills and knowledge in the handling and operation of mechanical tools and equipment.
- Ability to develop skills and knowledge in the operation of trucks, small tractors, and other power equipment.
- Ability to develop skills and knowledge in the use of computers and software programs including Microsoft Office and the ability to learn other programs as required.
- Ability to establish effective working relationships and use good judgment and resourcefulness when working with staff, other governmental agencies and the public.
- Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the field and occasionally in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.